



# Maryland Judiciary

## Job Announcement

[mdcourts.gov/jobs](http://mdcourts.gov/jobs)

<b>Opening Date:</b>	July 16, 2015	<b>Closing Date:</b>	July 22, 2015
<b>Job Title:</b>	Recordation Clerk I/II	<b>Position Type:</b>	Regular Full-time
<b>PIN:</b>	059209	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Baltimore County Towson, Maryland	<b>Grade/Salary:</b>	J05 \$28,973 - \$34,289
		<b>Financial Disclosure:</b>	No

**Essential Functions:** The Recordation Clerk I and Recordation Clerk II are differentiated by the degree of supervision and level of work performed. The Recordation Clerk I performs entry level work and the Recordation Clerk II performs the full range of land records and cashing duties. Indexes documents by entering relevant data into a computerized database and proofs completed indices. Verifies entries for accuracy. Assists customers by phone and in person by providing information regarding Clerk's Office procedures. Performs additional duties as required which may include, but are not limited to: scanning, numbering, completing mail backs, processing incoming mail, and making copies. Performs other duties as assigned.

**Education:** High School Diploma or GED.

**Experience:** Level I - Two years of general clerical experience; or one (1) year of land records related experience.

Level II - Two (2) years of clerical experience, one (1) year of which must have included document-processing experience, including a requirement for examining, reviewing, recording, indexing, entering data and verifying document data.

**Preferred:** Prior cashing experience desired. At least one year of experience in document recordation and examination for purposes that involved the requirement to interpret laws, rules and regulations, be familiar with court or legal terminology and provide customer service.

**Skills/Abilities:** Knowledge of different types of Land Record documents. Ability to operate a computer, cash register, calculator, multi-line phone, copier and fax. Ability to communicate both tactfully and professionally. Knowledge of basic math skills. Ability to calculate fees, taxes and penalties by using formulas, rates and percentages. Ability to maintain a cash drawer. Ability to manage multiple tasks and learn job related procedures and terminology. Knowledge of proper format and codes for indexing.

**All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.**

**Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

Hon. Julie Ensor, Clerk of the Circuit Court  
Circuit Court for Baltimore County  
401 Bosley Avenue  
Towson, Maryland 21204

**The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's**

**race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.**